

JOB TITLE: Scale Operator
EMPLOYEE:

DOT #: 219.367-010
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Scale Operator

JOB CLASSIFICATION Scale Operator

DOT TITLE Checker, Dump Grounds

DOT NUMBER 219.367-010

DEPARTMENT Natural Resources and Parks

DIVISION Solid Waste

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 37

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

13800 SE 32nd St.
Bellevue, WA 98009

CONTACT'S NAME Alan Duncan

CONTACT'S PHONE (206) 296-0453

EMPLOYER JOB TITLE Transfer Station Supervisor

DATE COMPLETED 2/19/02

DATE REVIEWED 5-16-08 **VRC** Jeff Casem

WORK HOURS 7 days on and 7 days off. Monday through Friday 6:00am-4:00pm, 4:15 P.M.- 12:15 A.M. or 12:00 A.M. to 8:00 A.M. Saturday and Sunday 7:45am-5:45pm.

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OVERTIME

Optional and varies depending on the season.
Fair Labor Standards Act, Non-Exempt (hourly).

JOB DESCRIPTION

Determine fee and collect from cash customers for the disposal of solid waste at County transfer stations or land fill sites, recording charges for credit accounts, and maintaining record of daily transactions for the disposal of solid waste. There are 37 Scale Operators and two of them work in the lead capacity.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

High school diploma or equivalent. Knowledge of business arithmetic, policies and procedures in scale operation manual, as well as disposal programs offered, materials accepted and rate charges.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Assess and collect fees and account for all transactions from customers using computerized automated scale system.
2. States charges to customers based on amount indicated by automated scale and computer system.
3. Rings up cash received in each register and provides change and a receipt.
4. Processes charges for commercial charge accounts.
5. Uses alternate procedures when malfunctions occur such as manually opening doors or using a calculator during power outages.
6. Accounts for all daily receipts.
7. Keeps records of special accounts and permits in the transactions of the day.
8. Balances daily collections and prepare reports.
9. Places deposits in drop safe and removes deposit from safe in order to sign over to armored car carrier.
10. Accepts and verifies change fund delivered by armored car carrier.
11. Informs customers of the policies and use of King County Solid Waste facilities, and methods, and locations for disposal.
12. Furnishes information to the public concerning the transfer of landfill site.

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13. Follows established procedures for special waste disposal.
14. Ensures customer compliance with ordinances regarding type of solid waste disposal.
15. Secures facilities and remains on-site until all transactions and end-of-day procedures are complete.
16. Opens and closes sites at the appointed times.
17. Rarely responds to emergency situations by providing information via two-way radio to Cedar Hills facility.

NON-ESSENTIAL FUNCTIONS

1. Maintains inventory and order supplies as required.
2. Cleans scale house and immediate area surrounding scale house.
3. Changes 1 or 5 gallon water bottle from 8-40 pounds each from ground to chest level.
4. Provides assistance for data collection for special projects, division surveys and emergency programs.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Two-way radio, computer, receipt printer, fans, calculator, scale, stapler, credit card scanner, pen, and pencil.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Light

Standing

Occasionally on flat anti-fatigue mats and cement surfaces for 3 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while conversing with customers, providing customer service, performing transactions, as well as completing paperwork and documentation.

Walking

Continuously on flat anti-fatigue mats and cement surfaces for distances of up to 10 feet for 5 seconds at a time for up to 7.5 hours total in a work shift. Most commonly occurs while moving from one side of the scale booth to the other to distribute weight cards and collect payments.

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Sitting

Occasionally on an office chair for up to 20 minutes at a time for up to 1.5 hours total in a work shift. Most commonly occurs while waiting for customers.

Climbing stairs

Rare for 1 second at a time while climbing 1 step for up to 5 times total in a work shift. Most commonly occurs while entering and exiting the scale booth.

Climbing

Rare on a stepstool up to heights of 1 foot for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs while standing on a stepstool to reach high shelves and office equipment.

Bending/Stooping

Occasionally on flat anti-fatigue mats and cement surfaces for 5 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while removing or placing items in a safe as well as picking up dropped items.

Kneeling

Occasionally on flat anti-fatigue mats for up to 8 seconds at a time for up to 8 seconds total in a work shift. Most commonly occurs while removing or placing items in a safe.

Crouching

Occasionally on flat anti-fatigue mats and cement surfaces for 5 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while removing or placing items in a safe as well as picking up dropped items.

Reaching above shoulder height

Rare for 4 seconds at a time for up to 30 seconds total in a work shift while zeroing out the scale, replacing the paper in scale receipt machine, as well as removing or replacing items on high shelves.

Reaching at waist to shoulder height

Continuously for up to 3 minutes at a time for up to 9 hours total in a work shift while typing, writing, scanning weight cards, processing cash and check payments, processing credit cards, and manipulating receipts and paperwork.

Reaching at knee to waist height

Occasionally for 4 seconds at a time for up to 1.5 hours total in a work shift while opening and closing the cash drawer, removing and replacing cash in cash drawer, as well as removing and replacing items in the safes.

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Reaching at floor to knee height

Occasionally on flat anti-fatigue mats and cement surfaces for 5 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs while removing or placing items in a safe as well as picking up dropped items.

Lifting 1-10 pounds

Rare for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs with weights of 5 pounds while lifting a bag of office supplies.

Carrying 1-10- pounds

Rare for 5 seconds at a time for distances of 10 feet for up to 5 seconds total in a work shift. Most commonly occurs with weights of 5 pounds while transporting a bag of office supplies.

Lifting 21-50 pounds

Rare for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs with weights of 40 pounds while replacing a 5-gallon water bottle by lifting from floor to chest height. This is a non-essential function of the position and assistance is available.

Pushing and Pulling

Occasionally for 3 seconds at a time with a force of 1 pound for up to 10 minutes total in a work shift while opening and closing cabinet and safe doors, removing credit cards from scanner, and closing the cash drawer. On a rare occasion when the automatic doors are inoperative the employee may need to open and close the doors manually using 10-13 pounds of force for 3 seconds at a time for up to 5 minutes total in a day.

Handling

Rare for 5 seconds at a time for up to 5 seconds total in a work shift. Most commonly occurs with weights of 5 pounds while transporting a bag of office supplies.

Operating Controls with Hands

Continuously for 1 second at a time for up to 1000 times total in a work shift while opening and closing the scale booth doors by pressing a button. Most commonly the employee opens and closes the scale booth doors 300 times per day in non-peak seasons. The employee also opens and closes the facility gates in the beginning and at the end of a shift by utilizing a button

Fingering

Continuously for 3 minutes at a time for up to 8 hours total in a work shift while arming and disarming the alarm system, keyboarding, scanning weight and credit cards, as well as counting, receiving and distributing cash. On a rare occasion

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the employee may need to write for 3 minutes at a time while documenting a non-pay customer.

Talking

Continuously at a time with for 5 minutes at a time for up to 9 hours total in a work shift while providing customer service, conversing with co-workers, explaining policies and use of King County Solid Waste facilities, as well as methods and locations for disposal.

Hearing

Continuously for 5 minutes at a time for up to 9 hours total in a work shift while providing customer service, conversing with co-workers, explaining policies and use of King County Solid Waste facilities, as well as methods and locations for disposal.

Near acuity—clarity of vision at 20 inches or less

Continuously for 5 minutes at a time for up to 8 hours total in a work shift while reading computer monitor, reports, values of currency, credit card and check information, and various office paperwork.

Far acuity—clarity of vision at 20 feet or more

Occasionally for 30 seconds at a time for up to 1 hour total in a work shift while monitoring approaching and leaving traffic, as well as recognizing if 2 vehicles are on the scale at the same time.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Occasionally

Performing repetitive or short-cycle work: Continuously

Performing a variety of duties: Frequently

Working alone or apart in physical isolation from others: Frequently

Working effectively under stress: Occasionally

Attaining precise set limits, tolerances, and standards: Frequently

Working under specific instructions: Frequently

Working with others: Frequently

Making judgements and decisions: Continuously

ENVIRONMENTAL FACTORS

Work is performed in a small weigh station booth with exposure to exhaust fumes and various weather conditions. The booth does not have a ventilation system other than 2 sliding glass doors and household fans. The noise level is moderately loud.

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Workers are exposed to

Outside weather: Frequently
Fumes: Frequently
Odors: Frequently
Dusts: Occasionally
Poor ventilation: Frequently
Vibration: Occasionally

POTENTIAL MODIFICATIONS TO JOB

Eliminate lifting of 40-pound water jug from floor to chest level.
Provide a "Reacher" for accessing items in the safe.

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date